

Homestead PTCO
General Member Meeting
May 3, 2018

In Attendance: Carina Clancy, Jackie Sparks, Evyan Maniatis, Jill Smith, Laura Hoffman, Tina Parks, Ashley Pennick, Lynn Price, Jenn Halliday, Brianna Gass, Daniele Dattilo, Brenda Mahedy, Dora Newlin, Haley Evans, Blythe Leinwand, Holly Shrewsbury, Krissie Marotto, Elizabeth Bruff, Mary Li, Lezlie Roosa, Annie Basham, Rachel Bandy, Debbie Kramer, AK Cotton, Carol Casfeel, Lisa Deason, Kyle Sorg, Ryan Buehler

Welcome and Introductions

Meeting called to order by Jill Smith at 8:33 am. Motion to approve last meeting minutes by Daniele and seconded by Krissie and Tina. Mr. Sorg introduced his colleague, Mr. Ryan Buehler who is visiting from Coyote Hills Elementary, which is a phase 1 innovation school (see Principal's Report below).

Calendar of Events

Jill reviewed the calendar of upcoming events.

1. Book Fair 5/3-5/9
2. No School 5/4
3. Staff Appreciation Week 5/7-5/11
4. Field Day 5/11
5. CCSD Board Meeting at Overland High School 5/14 7:00-8:00pm
6. Summer Food Drive 5/15-5/18
7. Fine Arts Night 5/15 5:30-7:00pm
8. End of the year teacher luncheon 5/22 10:45am-1:25pm
9. Last day of school for Kindergarten & 5th grade 5/24
10. Last day of school 1st-4th grades 5/25 at 11am

Revised Bylaws

Jill informed those in attendance that a thorough review and update of the Homestead PTCO Bylaws had just been completed. Links to the current Bylaws and the Revised Copy were circulated via email to the parent community yesterday and hard copies were provided at today's General Member meeting for review. Laura gave a motion to approve the revised Bylaws document and Holly seconded the motion.

Jill Smith and Evyan Maniatis signed the master hard copy of the revised Bylaws at the end of the meeting. Their signatures were witnessed by Daniele Dattilo and Brenda Mahedy. The signed copy will be scanned and posted to the Homestead PTCO website.

Principal's Report from Mr. Sorg

Mr. Sorg began by thanking Jill Smith for her service as PTCO President.

Mr. Sorg said the teachers and staff are working on class lists and 100-day plans by team/grade for the next school year. He mentioned that there are a lot of other great growth opportunities also being

planned that will be revealed at back to school night next school year. While the kids will not be at school tomorrow, May 4th is a Teacher Work Day that will be largely dedicated to finishing up class lists. It is a very involved and well-thought-out process.

Following the very positive feedback received subsequent to last year's process for revealing class assignments, the same process will be followed this year. Teachers will be announced on the last day of school and returning students will have the opportunity that day to visit their 2018-19 classrooms and meet their new teachers. Mr. Sorg stated that this process relieves a lot of summertime anxiety among students and families. The last day of school for grades 1-4 is May 25th and it will be a half day from 8-11 am. No lunch at school that day. The rotation to new classrooms usually occurs in the middle of that 3-hour block. The last day of school for 5th Grade and Kindergarten is May 24th. Fifth graders will have Continuation that morning at the school and then go straight to their graduation party (usually at the South Pool). School dismissal for 5th graders is currently scheduled for 2:30 pm from the celebration location. Fifth grade teachers will share more detailed information with parents in the coming weeks. Kindergarten will have a normal schedule on May 24 and will experience their new teacher-rotation before their last day. Incoming Kindergartners will find out their teachers during the summer.

Mr. Sorg then provided a staffing update. Mrs. Culbertson is returning to Kindergarten and Wendy Dickerson is moving from Kindergarten to 2nd grade. An open first grade position will be posted this week. The school is also hiring 2 teacher assistants because one is retiring from the library and one is moving to Seattle. Mrs. Plitnick is returning to 3rd grade and Mrs. Sale is moving to 4th grade. Nurse Barb is moving to Altitude Elementary and Mr. Sorg will begin interviewing for the school nurse position soon. There is lot of in-district interest in the position, so it is likely possible to recruit a candidate who is already familiar with district healthcare policies and procedures. Mr. Sorg will communicate with PTCO and SAC with updates as needed and perhaps community-wide over the summer if anything big changes.

Mr. Sorg asked parents to pay extra special attention to school newsletters and emails in the coming weeks because a lot of school-wide and grade-level events are coming up and may be subject to last minute changes due to Spring weather, etc.

Mr. Sorg then provided an updated on the Innovation Project, which stems from the bond issue that passed last year to allocate \$500,000 to each CCSD elementary school for innovation projects that meet certain parameters that had been laid out for the schools. Some of the funding for Homestead was used for the HVAC work last summer, and the school is currently planning the rest of the project. The planning process has included visiting other schools in the state, particularly CCSD Phase 1 schools for inspiration. Many of the latter schools have focused on redesigning their libraries to make better use of the space for multiple purposes. The intent is to maintain easy access to books (although the school will remove extremely outdated titles from the inventory, particular obsolete non-fiction), while also providing "Maker Spaces," collaborative spaces for everything from project work to music practice, and quiet reading areas. The goal is a dynamic, creative, vibrant and inviting place for kids to learn and innovate in a variety of ways. Students will be encouraged to read books and will now be permitted to check out more than 2 each week. Fines will also go away. The hope is to make kids have a totally positive and unencumbered relationship with books and reading.

Mr. Sorg expressed the potential for resistance among older generations because these innovative, collaborative spaces tend to break the model with which most adults are familiar. A parent in the

audience who serves on the board for the Arapahoe Library District pointed out that the changes Homestead is pursuing are directly aligned with the initiatives being championed by and implemented by the library district itself. Another parent expressed the need to share the realities of the project with the community soon so as to halt any false rumors about the school getting rid of all the books.

Mr. Sorg said the 4th project meeting is coming up soon and will involve a review of furniture options. Community communications begin soon after that to keep everyone informed and excited, and there may be opportunities for members of the community to come see design boards and drawings. Mr. Sorg acknowledged that incredible size of this project and that there is a domino effect to address; if they move the printer out of the lounge in order to create a more collaborative teacher space, where will the printer go?

Jill Smith thanked Mr. Sorg for his wonderful partnership with the Homestead PTCO. Mr. Sorg then segued to an overview of the new board position the PTCO created to support this huge initiative: Innovation Liaison. This role will be filled by Jill Smith next year and will be critical as our construction project gets underway. Jill has been involved in the SAC meetings and innovation construction meetings during this past school year and so she is well placed to liaise between the board, school and project representatives going forward. This may involve the identification of funding needs and proposing new programs to expand and support the innovation project in the future (while \$500,000 sounds like a significant sum, it doesn't go very far). For example, Mr. Sorg asked the community to celebrate that we have just achieved a 1:1 ratio of students to computers at Homestead. This is a huge accomplishment and one that opens a wider door to teaching opportunities, especially since teachers' programs aren't complicated by sharing access to a limited supply of computers. With a 1:1 ratio, they can be much more dynamic in how they leverage the technology to complement classroom teaching. Mr. Sorg was very pleased with how the PTCO has operated to make such accomplishments possible: from bringing the fun-run logistical planning in-house to reduce expenses, to launching 100% Homestead to simplify community fundraising, the efforts have profoundly improved how we help the school through PTCO programs. The PTCO is always thinking of a better way to connect with the community and how to optimally marry specific strengths and talents in the community with specific gaps or needs.

Mr. Sorg closed by asking parents to watch for communications about gallery walks and seeking help from the community as we move this project forward.

Officer Reports/Recap

Communications Officer: Holly noted that at the start of the school year we did not have any baseline analytics to use to evaluate the performance of our communication platforms: the Homestead Happenings Newsletter, the PTCO website and the PTCO Facebook page. We are now using tracking code and tools to gauge levels of engagement, which over time, will help the PTCO make informed decisions about the best ways to share information with the community.

The Homestead Happenings averages a 58% open rate (versus 16% industry average); 680 subscribers and an average of 240 opening each issue. Unfortunately, the clickthrough rate is only 9% (versus 16% industry average). Surprisingly, the website is visited most by desktop users (55%) as opposed to mobile users. The site has had 312 users in the last 90 days. The home page has the highest traffic, followed by the Garden page, the giving back page and the fundraising page. The site has a very high bounce rate

which suggests people aren't immediately engaged in something of interest and so they leave. This insight can help us make changes to our content.

We have 150 Facebook followers and reached 129 people and received 141 likes.

Community Outreach: Lisa provided a quick recap of the programs completed this school year, including 2 successful food drives, the toiletry drives to support Ronald McDonald House, the turkey drive and Winter Wishes. All events were very successful, particularly Winter Wishes thanks, in part, to a large donor that is moving out of state before the next school year. A 3rd food drive is coming up and is meant to help Ponderosa families get through the summer. The school asked for easy to prepare foods like chef Boyardee and mac & cheese, which may not seem like healthy choices, but are more helpful to the families in need. Our Community Outreach program is also supporting a growing list of Homestead families. Eight Homestead families are currently on the list for School Paks and the summer food drive. Multiple PTCO committees coordinated efforts this year to give Homestead spirit wear to those families as well. It has been a great year!

Vice Presidents (Fundraising): Maria and Kelly were not able to attend this meeting, but they wanted to express thanks for the generous support shown by the community during 100% Homestead.

Volunteer Coordinators: Elizabeth thanked the incoming volunteers. She mentioned how she and Daniele had carefully reviewed the slate and looked to reorganize roles to remove redundancies and to have things make more sense. The goal is for every volunteer to have a positive experience and to know that their contributed time is put to optimal use.

Garden Update: Lezlie noted that everyone has been very busy around the garden and a lot of things are growing. Most of the recent labor has been done by kids in the Garden Club during recess. Five kids per grade come down at a time to pull weeds, help with digging, etc. The committee is also working with teachers to get their classes down. Mrs. Palumbo's class is planting a salsa garden, etc. The group also kicked off the garden curriculum by having the 2nd grade come down for the morning and cycle through different stations... seed starters, reading books, planting potatoes. Then did the same for 5th grade. The goal is to get all grades down there. Planting the H-bed with blue and white flowers will require adult help. 4-5th grade buddy class is working on the butterfly garden near the climbing wall in the playground. 3rd grade bat houses are being done in coordination with South Suburban Parks & Recreation; they are helping to install down near bench and the west edge of the baseball field. Auditorium seating will be started after school is out. Summer volunteers are needed. Hawks Nest will help with watering, but the committee needs someone down there almost every day for general maintenance. A sign-up genius will be circulated to help recruit for this and some training will be provided for volunteers who want to participate but feel intimidated by their lack of a green thumb.

Enrichment: Annie provided a quick recap of the great PTCO assembly in January about kindness and being a good friend.

Treasurers: Lynn informed the attendees that it has been a fantastic year. We raised \$9,000 from grocery cards plus \$30,225 from 100% Homestead and \$58,000 from Dash. We will have granted \$74,000 in special grants to the school in addition to our regular operating budget. This includes 120 Dell computers, 2 water filtration systems, instrument repairs, grade-level book set replacements,

playground updates and garden funding in addition to \$38,000 towards Teacher Assistant salaries and covering the cost of consumables like i-Ready, Reflex Math, and Scholastic News.

Presidents: Evyan shared that it was an awesome year and thanks to all volunteers, donors, parents, teachers and staff. Evyan and Jill then took a few moments to recognize everyone on the board and share a few memories or sentiments about each. Evyan and Jill also thanked each other for their partnership and support and a successful year.

Transition for Current and Incoming Board Members and Committee Chairs

Elizabeth thanked those volunteers who had already submitted the Google account info and passwords as requested by email recently. If you haven't already submitted that information, please do so soon so that the Volunteer Coordinator can maintain a master set of accounts and ensure volunteers are not locked out. Elizabeth also highlighted the recent reorganization work done by the board to align every committee position with a board position. The goal is to prevent any volunteer from ever feeling like an island and without a support system. Further detail will be coming from Elizabeth in the Fall to outline these connections and to provide more detail about the roles.

Lynn circulated a budget review document to committee chairs that have a budget. Volunteers were asked to use this document during this transition meeting as a tool to gather helpful information. This gathered information will also be helpful to the treasurers' budgeting and planning, for example, whether the level of funding last year was adequate, too much or too little. For events where money is brought in, financial records were also provided with the handout. Board level budgeting will be handled at a different meeting.

The meeting was adjourned at 9:29am and current and incoming volunteers spent time in small groups.

Homestead PTCO

BUDGET VS. ACTUALS: PTCO - FY18 P&L

July 2017 - June 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100% Homestead				
100% Homestead Expense	-536.02	-500.00	-36.02	107.20 %
100% Homestead Income	30,761.73	35,500.00	-4,738.27	86.65 %
Total 100% Homestead	30,225.71	35,000.00	-4,774.29	86.36 %
Bingo				
Bingo Expenses - Donation	-1,100.00	-1,100.00	0.00	100.00 %
Bingo Expenses - Food/Misc.	-132.39	-110.00	-22.39	120.35 %
Bingo Expenses - Game	-945.00	-1,000.00	55.00	94.50 %
Bingo Income - Food/Misc.	210.00	225.00	-15.00	93.33 %
Bingo Income - Game	2,395.00	2,500.00	-105.00	95.80 %
Total Bingo	427.61	515.00	-87.39	83.03 %
Donuts for Dad				
Donuts for Dad Expenses	-316.58	-200.00	-116.58	158.29 %
Donuts for Dad Income	25.00	250.00	-225.00	10.00 %
Total Donuts for Dad	-291.58	50.00	-341.58	-583.16 %
Fall Festival				
Fall Festival Expenses				
Fall Festival - Entertainment	-1,472.02	-1,800.00	327.98	81.78 %
Fall Festival - Food	-950.00	-1,000.00	50.00	95.00 %
Fall Festival - Other	-663.97	-1,000.00	336.03	66.40 %
Fall Festival - Prizes	-734.36	-1,200.00	465.64	61.20 %
Fall Festival - Rental		-500.00	500.00	
Total Fall Festival Expenses	-3,820.35	-5,500.00	1,679.65	69.46 %
Fall Festival Income	10,748.90	9,500.00	1,248.90	113.15 %
Total Fall Festival	6,928.55	4,000.00	2,928.55	173.21 %
Gifts From The Heart				
Gifts From The Heart Expenses	-1,753.39	-5,000.00	3,246.61	35.07 %
Gifts From The Heart Income	5,168.00	5,000.00	168.00	103.36 %
Total Gifts From The Heart	3,414.61	0.00	3,414.61	
Grocery Certificate Income				
Amazon smile	113.92	150.00	-36.08	75.95 %
KS Reloadable 5%	8,460.94	10,000.00	-1,539.06	84.61 %
Safeway reloadable 5%	275.77	500.00	-224.23	55.15 %
Total Grocery Certificate Income	8,850.63	10,650.00	-1,799.37	83.10 %
Homestead Apparel				
Homestead Apparel Expenses	-2,815.68		-2,815.68	
Homestead Apparel Income	3,579.00		3,579.00	
Total Homestead Apparel	763.32		763.32	
Interest	35.63	10.00	25.63	356.30 %
Run For Fun				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Run For Fun Expense		-5,500.00	5,500.00	
Run For Fun - Online Usage Fees	-5,041.25		-5,041.25	
Run For Fun - Printing	-560.91		-560.91	
Run for Fun - Prizes	-3,212.01		-3,212.01	
Run For Fun - Race Day	-343.68		-343.68	
Total Run For Fun Expense	-9,157.85	-5,500.00	-3,657.85	166.51 %
Run for Fun Income		35,000.00	-35,000.00	
In-school donations	21,483.83		21,483.83	
Online Pledges	45,485.00		45,485.00	
Run For Fun Sponsorship	200.00		200.00	
Total Run for Fun Income	67,168.83	35,000.00	32,168.83	191.91 %
Total Run For Fun	58,010.98	29,500.00	28,510.98	196.65 %
Sponsorships				
Buzz Book Income	2,640.86	2,700.00	-59.14	97.81 %
Buzz Book Printing Expense	-179.29	-400.00	220.71	44.82 %
Total Sponsorships	2,461.57	2,300.00	161.57	107.02 %
Total Income	\$110,827.03	\$82,025.00	\$28,802.03	135.11 %
GROSS PROFIT	\$110,827.03	\$82,025.00	\$28,802.03	135.11 %
Expenses				
Accountants Fees (Quickbook fees)	540.00	450.00	90.00	120.00 %
Bank Fees	149.98	60.00	89.98	249.97 %
CCPIN Dues	50.00	75.00	-25.00	66.67 %
Community Outreach	116.09	500.00	-383.91	23.22 %
Donation to Homestead				
Donation to Homestead - Expenses	12,095.00	18,000.00	-5,905.00	67.19 %
Donation to Homestead - General Use	3,000.00		3,000.00	
Donation to Homestead-TA Grant	37,400.00	37,400.00	0.00	100.00 %
Total Donation to Homestead	52,495.00	55,400.00	-2,905.00	94.76 %
Enrichment-Schoolwide	1,000.00	1,000.00	0.00	100.00 %
Field Trips & Classroom Enrichment				
1st Grade	1,290.06	2,500.00	-1,209.94	51.60 %
2nd Grade	2,503.73	2,700.00	-196.27	92.73 %
3rd Grade	466.86	2,500.00	-2,033.14	18.67 %
4th Grade	1,253.11	2,500.00	-1,246.89	50.12 %
5th Grade	172.34	2,200.00	-2,027.66	7.83 %
Ameritown	1,831.01	2,200.00	-368.99	83.23 %
Total 5th Grade	2,003.35	4,400.00	-2,396.65	45.53 %
Kindergarten	850.96	1,500.00	-649.04	56.73 %
Total Field Trips & Classroom Enrichment	8,368.07	16,100.00	-7,731.93	51.98 %
Fifth Grade Continuation		500.00	-500.00	
General Meetings - Childcare	125.00	125.00	0.00	100.00 %
Grants - special request	26,769.46		26,769.46	
Homestead Garden				
Homestead Garden Expense	1,671.65	1,000.00	671.65	167.17 %
Homestead Garden Income	-850.00		-850.00	
Total Homestead Garden	821.65	1,000.00	-178.35	82.17 %
Hospitality				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Conference Dinners (2 events)		200.00	-200.00	
T.A. Appreciation		175.00	-175.00	
Teacher Appreciation Luncheons (3 events)	85.08	300.00	-214.92	28.36 %
Teacher Appreciation Week Events	380.00	600.00	-220.00	63.33 %
Teacher of the Year		100.00	-100.00	
Total Hospitality	465.08	1,375.00	-909.92	33.82 %
Misc./Supplies	265.42	300.00	-34.58	88.47 %
Newcomers	191.89	400.00	-208.11	47.97 %
On-Line Processing System	94.67		94.67	
Parent's Council Dues	65.00	65.00	0.00	100.00 %
Teacher/Integrated Arts				
Music				
2nd Grade Musical	184.67	200.00	-15.33	92.34 %
Total Music	184.67	200.00	-15.33	92.34 %
PE	90.00	800.00	-710.00	11.25 %
Field Day		100.00	-100.00	
Mileage Club	173.46	200.00	-26.54	86.73 %
Total PE	263.46	1,100.00	-836.54	23.95 %
Technology		100.00	-100.00	
Total Teacher/Integrated Arts	448.13	1,400.00	-951.87	32.01 %
Volunteer Coordinator				
Communications Coordinator	482.99	500.00	-17.01	96.60 %
Total Volunteer Coordinator	482.99	500.00	-17.01	96.60 %
Total Expenses	\$92,448.43	\$79,250.00	\$13,198.43	116.65 %
NET OPERATING INCOME	\$18,378.60	\$2,775.00	\$15,603.60	662.29 %
NET INCOME	\$18,378.60	\$2,775.00	\$15,603.60	662.29 %

Homestead PTCO

PROFIT AND LOSS

July 1, 2017 - May 2, 2018

	TOTAL
Income	
100% Homestead	
100% Homestead Expense	-536.02
100% Homestead Income	30,761.73
Total 100% Homestead	30,225.71
Bingo	
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Bingo Expenses - Food/Misc.	-132.39
Bingo Expenses - Game	-945.00
Bingo Income - Food/Misc.	210.00
Bingo Income - Game	2,395.00
Total Bingo	427.61
Donuts for Dad	
Donuts for Dad Expenses	-316.58
Donuts for Dad Income	25.00
Total Donuts for Dad	-291.58
Fall Festival	
Fall Festival Expenses	
Fall Festival - Entertainment	-1,472.02
Fall Festival - Food	-950.00
Fall Festival - Other	-663.97
Fall Festival - Prizes	-734.36
Total Fall Festival Expenses	-3,820.35
Fall Festival Income	10,748.90
Total Fall Festival	6,928.55
Gifts From The Heart	
Gifts From The Heart Expenses	-1,753.39
Gifts From The Heart Income	5,168.00
Total Gifts From The Heart	3,414.61
Grocery Certificate Income	
Amazon smile	113.92
KS Reloadable 5%	8,460.94
Safeway reloadable 5%	275.77
Total Grocery Certificate Income	8,850.63
Homestead Apparel	
Homestead Apparel Expenses	-2,815.68
Homestead Apparel Income	3,579.00
Total Homestead Apparel	763.32
Interest	35.63
Run For Fun	
Run For Fun Expense	
Run For Fun - Online Usage Fees	-5,041.25
Run For Fun - Printing	-560.91

	TOTAL
Run for Fun - Prizes	-3,212.01
Run For Fun - Race Day	-343.68
Total Run For Fun Expense	-9,157.85
Run for Fun Income	
In-school donations	21,483.83
Online Pledges	45,485.00
Run For Fun Sponsorship	200.00
Total Run for Fun Income	67,168.83
Total Run For Fun	58,010.98
Sponsorships	
Buzz Book Income	2,640.86
Buzz Book Printing Expense	-179.29
Total Sponsorships	2,461.57
Total Income	\$110,827.03
GROSS PROFIT	\$110,827.03
Expenses	
Accountants Fees (Quickbook fees)	540.00
Bank Fees	149.98
CCPIN Dues	50.00
Community Outreach	116.09
Donation to Homestead	
Donation to Homestead - Expenses	12,095.00
Donation to Homestead - General Use	3,000.00
Donation to Homestead-TA Grant	37,400.00
Total Donation to Homestead	52,495.00
Enrichment-Schoolwide	1,000.00
Field Trips & Classroom Enrichment	
1st Grade	1,290.06
2nd Grade	2,503.73
3rd Grade	466.86
4th Grade	1,253.11
5th Grade	172.34
Ameritown	1,831.01
Total 5th Grade	2,003.35
Kindergarten	850.96
Total Field Trips & Classroom Enrichment	8,368.07
General Meetings - Childcare	125.00
Grants - special request	26,194.97
Homestead Garden	
Homestead Garden Expense	1,671.65
Homestead Garden Income	-850.00
Total Homestead Garden	821.65
Hospitality	
Teacher Appreciation Luncheons (3 events)	85.08
Teacher Appreciation Week Events	380.00
Total Hospitality	465.08
Misc./Supplies	265.42
Newcomers	191.89

	TOTAL
On-Line Processing System	94.67
Parent's Council Dues	65.00
Teacher/Integrated Arts	
Music	
2nd Grade Musical	184.67
Total Music	184.67
PE	90.00
Mileage Club	173.46
Total PE	263.46
Total Teacher/Integrated Arts	448.13
Volunteer Coordinator	
Communications Coordinator	482.99
Total Volunteer Coordinator	482.99
Total Expenses	\$91,873.94
NET OPERATING INCOME	\$18,953.09
NET INCOME	\$18,953.09